

KSAP One Page Summary Form

Mark two as the strongest in each category; mark 1 as improvement needed

Knowledge

Skills

Abilities

Personal Characteristics

<input type="checkbox"/> Administration <input type="checkbox"/> Calling to Ministry <input type="checkbox"/> Clerical <input type="checkbox"/> Community Demographics <input type="checkbox"/> Community History <input type="checkbox"/> Counseling Principles <input type="checkbox"/> Local Church History <input type="checkbox"/> Management Principles <input type="checkbox"/> Psychology <input type="checkbox"/> Sociology <input type="checkbox"/> Theology and Scripture <input type="checkbox"/> Training Principles <input type="checkbox"/> United Methodist Church Doctrine	<input type="checkbox"/> Active Learning <input type="checkbox"/> Active Listening <input type="checkbox"/> Calling to Ministry <input type="checkbox"/> Conflict management <input type="checkbox"/> Decision Making <input type="checkbox"/> Discernment <input type="checkbox"/> Exegetical Skills <input type="checkbox"/> Goal-Setting and Feedback <input type="checkbox"/> Motivating Others <input type="checkbox"/> Multitasking <input type="checkbox"/> Negotiation <input type="checkbox"/> Oral Communication <input type="checkbox"/> Problem Solving <input type="checkbox"/> Public Speaking <input type="checkbox"/> Social Perceptiveness <input type="checkbox"/> Spiritual Disciplines <input type="checkbox"/> Teaching <input type="checkbox"/> Teamwork <input type="checkbox"/> Time Management <input type="checkbox"/> Written Communication	<input type="checkbox"/> Adaptability <input type="checkbox"/> Attentional Focus <input type="checkbox"/> Calling to Ministry <input type="checkbox"/> Creativity <input type="checkbox"/> Idea Fluency <input type="checkbox"/> Inductive Reasoning <input type="checkbox"/> Intelligence <input type="checkbox"/> Memorization <input type="checkbox"/> Oral Comprehension <input type="checkbox"/> Reading Comprehension <input type="checkbox"/> Trust in God	<input type="checkbox"/> Achievement Orientation <input type="checkbox"/> Attention to Detail <input type="checkbox"/> Authenticity <input type="checkbox"/> Autonomy <input type="checkbox"/> Balance <input type="checkbox"/> Calling to Ministry <input type="checkbox"/> Cooperation <input type="checkbox"/> Dependability <input type="checkbox"/> Empathy <input type="checkbox"/> Initiative <input type="checkbox"/> Integrity <input type="checkbox"/> Leadership <input type="checkbox"/> Learning Orientation <input type="checkbox"/> Openness <input type="checkbox"/> Passion <input type="checkbox"/> Patience <input type="checkbox"/> Persistence <input type="checkbox"/> Risk-Taking <input type="checkbox"/> Self-Awareness <input type="checkbox"/> Self-Control <input type="checkbox"/> Social Orientation <input type="checkbox"/> Stress Tolerance <input type="checkbox"/> Willingness to seek help
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KSAP

Knowledge, Skills, Abilities, Personal Characteristics

Knowledge

Administration – Knowledge of the principles involved in the organization and coordination of people and resources.

Calling to Ministry – The ability to experience, identify, and understand the inner urge to pursue the pastorate as a vocation.

Church History – Knowledge of the history and development of the local church.

Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Community Demographics – Knowledge of the demographics of the community in which the local church exists and of the issues important to the people of those demographics.

Community History – Knowledge of the history and culture of the community in which the local church exists.

Counseling Principles – Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Management Principles – Knowledge of the principles involved in motivating, developing, and directing people as they work.

Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.

Sociology – Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures.

Theology and Scripture – Knowledge of philosophy about the existence and nature of God, religion, and biblical text.

Training Principles – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

United Methodist Church Doctrine – Knowledge of the written body of teachings of The United Methodist Church.

Skills

Active Learning – Seeking and rapidly integrating new information to improve current and future problem-solving and decision-making.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Calling to Ministry – The ability to experience, identify, and understand the inner urge to pursue the pastorate as a vocation.

Conflict Management – Handling complaints, settling disputes, and resolving conflicts.

Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Discernment – The capacity to know God's will through the haze of one's motives, the motives of others, and events that may appear to be important but are actually trivial or irrelevant.

Exegetical Skill – Communicating the meaning of Scripture and other religious documents in a manner that is comprehensible to others.

Goal-setting and Feedback – Establishing long-range objectives, specifying the strategies and actions to achieve them, and providing feedback about progress toward them.

Motivating Others – relating to others in a way that inspires them to want to do their best to complete a desired course of action.

Multitasking – Performing two or more tasks simultaneously or rapidly switching attention between tasks.

Negotiation – Working with others to arrive at a mutually agreeable resolution to a problem.

Oral Communication – Composing and delivering information through verbal interactions in a manner that others understand.

Problem Solving – Identifying problems and integrating information to formulate solutions.

Public Speaking – Effective communication of a message to a group of individuals using the spoken word.

Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Spiritual Disciplines – Use of the spiritual disciplines to facilitate spiritual growth.

Teaching – Identifying the educational needs of others and providing effective instruction to improve their knowledge or skills.

Teamwork - Accomplishing tasks directly by working as a member of a team or indirectly by helping members of a team to cooperate and efficiently coordinate actions and decisions.

Time Management – Managing one's own time and the time of others to efficiently accomplish goals.

Written Communication – Communicating effectively in writing as appropriate for the needs of the reader.

Abilities

Adaptability – The capability to adjust actions in relation to new situations, others' actions, or changes in the environment.

Attentional Focus – The ability to concentrate on a task over a period of time without being distracted.

Calling to Ministry – The ability to experience, identify, and understand the inner urge to pursue the pastorate as a vocation.

Creativity – The ability to generate unusual or clever ideas about a given topic, situation, or problem.

Idea Fluency – The ability to rapidly develop a large number of ideas related to a given topic.

Inductive Reasoning – The ability to combine pieces of information to detect patterns or form general rules.

Intelligence – The ability to reason, plan, solve problems, think abstractly, comprehend ideas and language, and learn.

Memorization – The ability to store and recall information and experiences.

Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

Reading Comprehension – The ability to read and understand information and ideas presented through written words, sentences and paragraphs in documents.

Trust in God – The ability to place oneself in the care of God.

Personal characteristics

Achievement Orientation – Tendency to establish and maintain personally challenging goals and exert effort toward achieving them.

Attention to Detail – Tendency to be careful about detail and thorough in completing work tasks.

Authenticity – Tendency to consistently behave in a fashion that is consistent with one's values, principles, and beliefs, to experience a sense of meaning or purpose underlying behavior, and to show vulnerability when appropriate.

Autonomy – Tendency to develop one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Balance – Tendency to maintain a balance of important life activities related to profession, self, family, and friends.

Calling to Ministry – The ability to experience, identify, and understand the inner urge to pursue the pastorate as a vocation.

Cooperation – Tendency to be pleasant with others and display a good-natured, cooperative attitude.

Dependability – Tendency to be reliable, responsible, dependable, and fulfilling obligations.

Empathy – Tendency to be aware of, understanding of, and sensitive to other people's experiences and emotions.

Initiative – Tendency to take on responsibilities and challenges to accomplish goals.

Integrity – Tendency to adhere to a strict moral or ethical code with a special emphasis on being honest to oneself and others.

Learning Orientation – Tendency to develop one's competence through expanding one's ability and mastering challenging situations.

Leadership – Willingness to lead, take charge, and provide opinions and direction when necessary to accomplish goals.

Openness – Tendency to be receptive to ideas and people that are different from oneself.

Passion – Tendency to experience and express enthusiasm in daily activities and interactions with others.

Patience – Tendency to cope with pain, troubles, difficulties, or hardship, without complaint or ill temper.

Persistence – Tendency to continue investing efforts to obtain goals in the face of obstacles.

Risk-Taking – Tendency to undertake important tasks despite a lack of certainty or a fear of failure.

Self-awareness – Knowledge and understanding of one's motivations, strengths, and weaknesses.

Self Control – Tendency Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior in difficult situations.

Social Orientation – Tendency to prefer working with others rather than alone and to be personally connected with others.

Stress Tolerance – Tendency to accept criticism well and deal calmly and effectively with high stress situations.

Willingness to seek help – Tendency to ask for help with overwhelming tasks or to seek help from others to compensate for one's own weaknesses.